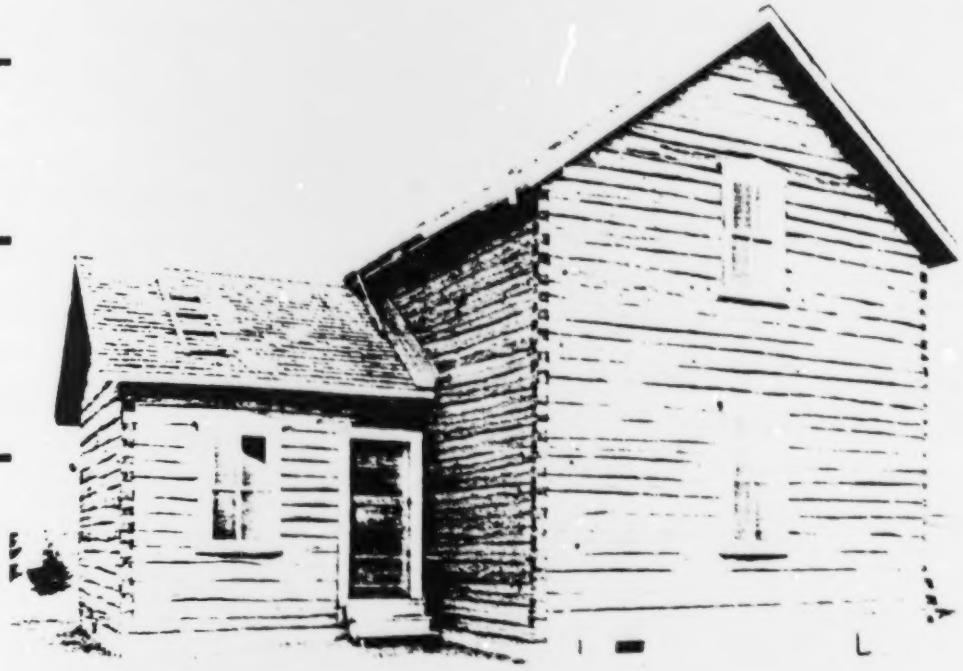
Manitoba
Culture, Heritage
and Recreation

Municipally Designated Heritage Building Grants.

Programme Guidelines



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Municipally Designated Heritage Building Grants.

A municipality may designate a building site which illustrates particular architectural or engineering merit, and is of historical significance as a municipally designated heritage site under the Heritage Resources Act. This programme is designed to assist the owners and lessees of such designated buildings to undertake work related to the preservation of the building. Through this support, the programme serves to enhance community identities and the appreciation of local heritage. Due to the higher capital cost often associated with the proper preservation of heritage structures, the programme is a means of assuring that such work can be done in a manner that best preserves the nature and features of the designated heritage building.

Definitions.

Preservation is work undertaken to increase the longevity of the original heritage building. This work can include aspects of restoration, stabilization, and rehabilitation.

Restoration is the authentic replication of the historic appearance of the building using original materials, where possible, or replacements that will exactly match the original finish, detail, and final appearance.

Stabilization is work undertaken to improve the structural stability of the original heritage building such as underpinning and bracing.

Rehabilitation is work undertaken to ensure the ongoing useability of the original heritage building, such as improving the electrical system or installing second exits, while still being compatible with the nature of the heritage building.

Municipally Designated Heritage Site is a site so designated by the municipal government under the provisions of the Heritage Resources Act or City of Winnipeg By-law No. 1474 77. Designated site buildings are protected from alteration or demolition under the Heritage Resources Act.

Eligibility Criteria.

In order to receive grant assistance, a building applicant must meet all of the following criteria:

1. It must be a municipally designated heritage site that includes a building of particular architectural or engineering merit, and of historical significance.

2. The applicant must be the owner of the building, or he she must be the holder of a long-term lease (a minimum of ten years beyond the date of application to this programme) on the property having written permission from the owner to undertake the proposed work.

3. The applicant must be willing to provide long-term maintenance to the designated heritage site.

Level of Assistance.

The level of grant assistance will be based on project merit and demonstrated need.

Eligible project costs include:

1. obtaining initial professional advice, cost estimates, and preparing design drawings and or contract documents directly associated with the preservation of the designated building;

2. work required to restore, stabilize, preserve, or rehabilitate the original structural or architectural features of the building;

3. purchasing, installing, or repairing the electrical or mechanical systems providing the work is essential to the preservation of the designated building and will not detract from the building;

4. developing the grounds of a designated building where, in the opinion of the Department, this is necessary; and or

5. installing access facilities for the handicapped in a manner that will not detract from the building.

Modern materials may be used to replace original materials if the modern materials reflect the authentic historical atmosphere of the building. In certain cases the Department may require that particular original details and materials be authentically duplicated as a condition for approving a grant.

Grants may not be used for:

1. construction or maintenance of historic cairns, markers, or plaques.

2. services for general public access or convenience such as parking lots, reception booths, or public washroom structures;

3. regular maintenance of the building or its site;

4. work that will detract, in the opinion of the Department, from the nature or heritage features of the building; or

5. purchase or rental costs related to the building or land.

Grants will be available up to $35,000.00 for each designated site in one year on a 50% Department, 50% applicant, basis. Volunteer labour, calculated at prevailing wage rates for the type(s) of labour volunteered, and donated materials and equipment, valued at actual costs, may be included as part of the applicant's share. Donated or leased land will not be accepted as part of the applicant's share. Up to 60% of the applicant's share may be obtained through grants from other federal, provincial, and municipal government sources, or from other private organizations. In certain special circumstances, where costs are proven to be exceptionally high and where the applicant's income is very low, the Department may reduce the share required from the applicant. Owing to budget limitations, all projects may not receive approval or be granted the maximum allowable level of assistance for those eligible costs submitted. The Minister reserves the right to determine the maximum allotment of total programme funds that will be made available to any municipal government in a given fiscal year.

Application Procedure.

1. Approved application forms shall be obtained from, and submitted to, your Manitoba Culture, Heritage and Recreation regional office. See page 7 for addresses.

2. There is no application deadline. Applications will be reviewed on a continuous basis.

3. Applicants are encouraged to consult regional office staff regarding the content of the application and their intentions. Regional staff will be available to you, or they will contact technical help for further information and assistance.

4. Applicants must provide a complete general application and copies of any other validated licenses or permits (such as a municipal or provincial building permit and/or heritage permit) that may be required.

5. The completed application should be returned to your regional office. Regional office staff will review your application to ensure that it is properly completed before forwarding it to the Historic Resources Branch. You may be contacted for clarification or further information.

6. Historic Resources Branch staff will complete a thorough assessment of your application. In order to complete this assessment, a staff person from the branch may be sent to consult your organization.

7. Providing that you have submitted all of the information requested, you should receive an answer to your application within 10 weeks after giving the application to your regional office.

Grant Payments.

If your application is approved you will, under normal circumstances, receive an initial payment of 75% of the approved grant within 12 weeks of Regional Services receipt of your completed application; or at such later date as project implementation warrants.

In order to receive the final 25% payment, you must submit a final report including a financial statement and, if possible, photographs showing the results of the work. The final report also will include copies of all necessary inspection and licensing reports.

Providing that the information is complete and providing that your activities have proceeded according to your application, the final grant payment will be sent to you within 8 weeks of submission of the final report to the regional office

If, during the course of the work, it is the opinion of the Department that the work you are undertaking does not meet professional conservation standards and or does not conform to the work outlined in your application, the Department may rescind approval to support the project and reduce the projected amount of your grant.

General Conditions.

1. The Department reserves the right to have its staff inspect your building before and during the work period.

2. Reasonable public access to the restored portion of the building or site may be required by the Department.

3. Successful applicants must agree to include a credit line, or other mutually agreeable form of credit, for Manitoba Culture, Heritage and Recreation in publicity and promotional material prepared related to funding or funded activities under this programme.

4. The applicant must make a commitment to complete the project by a specific date.

5. No further application for any one building site will be accepted until completion of the project.

6. Grants obtained through this programme may only be used to finance work described in the application. Grants may not be used to enable the applicant to transfer financial resources to other uses or to generate a financial surplus.

7. The applicant agrees that the Minister is not liable for any claims, demands, or causes of action that may be made against him or her because of any act, or omission, by the applicant, or the applicant's employees or agents, resulting at or from the building site.

Checklist.

This checklist can be used to ensure that your application is complete.

PLEASE NOTE: ALL necessary documents must be attached to your application before it can be considered. If you have questions, if you need help, or if you need a blank form, contact your Manitoba Culture, Heritage and Recreation Regional Services Division (see page 7 for addresses).

Did you ( ):

- ☐ Read, and do you understand, the Programme Guidelines?
- ☐ Discuss concerns and questions with your regional office?
- ☐ Clearly fill in all sections of the General Application form?
- ☐ Check that all descriptions are complete and accurate?
- ☐ Check that all figures and calculations are correct?

Have you completed and enclosed the following documents?

- ☐ If you are a lessee, an Owner Authorization Form?
- ☐ If an organization is the owner or operator, a Resolution of the Governing Organization Form?
- ☐ The heritage permit from the municipality?
- ☐ Copies of any other permits or licenses required?
- ☐ Cost Estimate Summary?
- ☐ Donated Materials Form?
- ☐ Volunteer Labour Form?
- ☐ Declaration Form?

Please forward the application and all supporting documents to your regional office.

Manitoba Culture, Heritage and Recreation—Regional Services Division.

Regional Offices

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